

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
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OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: August 23, 2012
NO: M17-12

CLASSIFICATION TITLE
TAX EXAMINER/COLLECTOR
(Income Tax Department)

STARTING RATE
\$ 14.30

FILING OF APPLICATION

Application must be made on the regular application form available in the office of the Canton Civil Service Commission, 3rd Floor, Canton City Hall, 218 Cleveland Ave. SW, Canton, Ohio 44702, or open application may be downloaded and printed off of www.cantonohio.gov under “City Government” click on “City Services” and then on “Civil Service”. Application, clear copy of driver’s license, a current resume, college transcripts (unofficial will be accepted) and any other documentation pertaining to this position must be on file no later than Friday, September 21, 2012 at 4:30 p.m.

EXAMINATION – WEDNESDAY, SEPTEMBER 26, 2012

CHECK-IN: 5:00 p.m.
EXAM: Immediately following candidate check-in
LOCATION: Canton Memorial Civic Center McKinley Room, 1101 Market Ave. N., Canton, OH 44702
SCOPE: Written questions on the Tax Examiner/Collector to include: Reading Comprehension; Public Relations; Arithmetic Computation; Number Verification; Auditing Procedures; Deductions: Employee Expenses; Canton City Income Tax – Codified Ordinance 181; Federal Income Tax; Problem Solving; Collections; and General Accounting. A 70% passing point will be used.

This is an open examination. To be eligible for the examination, applicants must show that they are a reliable worker and must be a United States Citizen or have legally declared their intention of becoming a citizen and have no felony convictions.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Graduation from an accredited college or university, with major or concentration in Accounting/Finance area is required. Previous experience and training in tax preparation and auditing is preferred but not necessarily required. Must be extremely trustworthy. Must be reliable, responsible, organized, and thorough. Must have excellent interpersonal skills. Must establish and maintain effective working relationships with both public and private sector tax professionals. Must display good judgment and professional integrity. Must function efficiently under pressure and highly stressful situations. Must follow complex oral and written instructions. Knowledge of G.A.A.P. and other appropriate guides to accounting practices required. Needs knowledge of bookkeeping procedures. Must be able to understand and apply Municipal Tax Code. Must be able to understand and apply and be thoroughly familiar with Internal Revenue Code and Ohio Revised Code provisions related to municipal tax regulations and procedures.

****NOTICE OF DRUG TESTING REQUIREMENT****

Candidates must submit to a drug screen examination. Eligibility for employment shall not be considered final until drug testing has been successfully completed with a negative result. “Drug” means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled “Controlled Substances”, and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including but not limited to marijuana, hashish, “Crack”, cocaine, heroin, morphine, codeine, opiates, amphetamines, “ice”, barbiturates, and hallucinogens.

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with the evidence of satisfactory service, and who is a resident of this state and any member of the national guard or reserve component of the armed forces of the United States who has completed more than 180 days of the active duty service. (ORC 124.23 C) Applicant must submit a certificate of service or honorable discharge (Form DD-214) before the filing deadline of September 21, 2012 to receive the bonus credit. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCE BONUS

Appllicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will received 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%

EQUAL EMPLOYMENT

All qualified applicants will receive consideration without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

RATING

Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans' preference and City residency.

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once this list has been established, your name will remain on the list for a period of two years.

DUTIES

This is a responsible and professional position in the City of Canton Income Tax Division, working with extremely sensitive and confidential tax documents and data. The position involves extensive contact with tax professionals and the general public, and the periodic contact with other departments in the City. Duties include, but are not limited to, assisting all taxpayers by answering tax questions, preparing City tax forms, arranging for the payment of tax, and conducting audits. The employee will be assigned a specific group of accounts, and will be directly responsible for audit and collections functions on all accounts assigned. Other related tasks may be required by the Income Tax Director and/or City Treasurer.